

## Every Graduate Student Should:

- Know who is the **Graduate Advisor** for your degree program.  
(They are: \_\_\_\_\_ / their email is: \_\_\_\_\_)
- Know who is the **Graduate Studies Committee (GSC) Chair** for your degree program.  
(They are: \_\_\_\_\_ / their email is: \_\_\_\_\_)
- Know who is the **Graduate Coordinator** for your degree program.  
(They are: \_\_\_\_\_ / their email is: \_\_\_\_\_)
- Check your UT email account** at least once per week.
- Keep your [Personal Information](#) & [Emergency Contact](#) up to date in the University information system.
- Register as a full-time student every semester until graduation.** (9 credits in fall/spring, 3 credits in summer)
- Maintain a **cumulative Grade Point Average (GPA)** of at least **3.0**.
- Bookmark the [Resources](#) page** of the Interdisciplinary Life Sciences Graduate Programs website in your browser.
- Take responsibility for knowing and fulfilling the requirements for your degree:**
  - Read the [Graduate Program Handbook](#) for your degree program.
  - Know where to find the [Graduate Catalog](#).
  - Know where to find the [Course Schedule](#) and [Academic Calendar](#).
  - Complete your [Milestones Agreement](#).
- Ask questions when you don't understand something or need help!**

## Every International Graduate Student Should:

- Know how to contact [International Student & Scholar Services](#).
- Know the **program end date** on your Form I-20 (F-1) or DS-2019 (J-1).
- Know **the requirements for maintaining your visa status**.
- Enroll in the [UT Student Health Insurance Plan](#) (or another qualifying plan) every semester.
- Complete the [International Teaching Assistant](#) (ITA) English-language assessment and workshop (unless exempted).

## ILSGP Example Graduate Student Plan – PhD

	<i>Fall</i>	<i>Spring</i>	<i>Summer</i>
<b>Year One</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend New Student Orientation.</li> <li><input type="checkbox"/> Attend ILSGP Annual Retreat.</li> <li><input type="checkbox"/> Register as a full-time student (9cr)               <ul style="list-style-type: none"> <li>○ Complete required core courses</li> </ul> </li> <li><input type="checkbox"/> Start first-year lab rotations.               <ul style="list-style-type: none"> <li>○ File a <i>Rotation Agreement</i> for each rotation period</li> <li>○ Participate in Rotation Talk presentations</li> </ul> </li> <li><input type="checkbox"/> Complete first-year training in UT Learn.</li> <li><input type="checkbox"/> Complete New Employee Welcome Orientation with UT HR.</li> <li><input type="checkbox"/> Register for Spring courses during the first access period.</li> <li><input type="checkbox"/> Optional:               <ul style="list-style-type: none"> <li>○ Register for CBRS Short Courses</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (9cr)               <ul style="list-style-type: none"> <li>○ Complete required core courses</li> <li>○ Select and designate a research track (CMB students only)</li> </ul> </li> <li><input type="checkbox"/> Continue first-year lab rotations.               <ul style="list-style-type: none"> <li>○ File a <i>Rotation Agreement</i> for each rotation period</li> <li>○ Participate in Rotation Talk presentations</li> </ul> </li> <li><input type="checkbox"/> Join a Permanent Lab.               <ul style="list-style-type: none"> <li>○ File a <i>Permanent Lab Agreement</i>.</li> </ul> </li> <li><input type="checkbox"/> Register for Summer courses during the first access period.</li> <li><input type="checkbox"/> Complete first-year student survey</li> <li><input type="checkbox"/> Optional:               <ul style="list-style-type: none"> <li>○ Register for CBRS Short Courses</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (3cr)               <ul style="list-style-type: none"> <li>○ Research Hours only</li> </ul> </li> <li><input type="checkbox"/> Start research in your Permanent Lab.</li> <li><input type="checkbox"/> Complete ITA English-Language Certification (international students).</li> <li><input type="checkbox"/> Register for Fall courses during the first access period.</li> </ul>
<b>Year Two</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (9cr)               <ul style="list-style-type: none"> <li>○ Complete <i>BIO 391 Grant Writing &amp; Presentation Skills</i>.</li> <li>○ Complete required electives for your program or track.</li> </ul> </li> <li><input type="checkbox"/> Conduct research in your Permanent Lab.</li> <li><input type="checkbox"/> Prepare for the Qualifying Exam.</li> <li><input type="checkbox"/> Register for Spring courses during the first access period.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (9cr)               <ul style="list-style-type: none"> <li>○ Complete required electives for your program or track.</li> </ul> </li> <li><input type="checkbox"/> Take the Qualifying Exam.</li> <li><input type="checkbox"/> Form your Dissertation Committee (after passing Qualifying Exam).</li> <li><input type="checkbox"/> Register for Summer courses during the first access period.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (3cr)               <ul style="list-style-type: none"> <li>○ Research Hours only</li> </ul> </li> <li><input type="checkbox"/> Submit <i>Application for Admission to Candidacy</i>.</li> <li><input type="checkbox"/> Continue Research in your Permanent Lab.</li> <li><input type="checkbox"/> Register for Fall courses during the first access period.</li> </ul>
<b>Year Three</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (9cr)               <ul style="list-style-type: none"> <li>○ Complete required electives for your program or track.</li> </ul> </li> <li><input type="checkbox"/> Register for Spring courses during the first access period.</li> <li><input type="checkbox"/> Optional:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (9cr)               <ul style="list-style-type: none"> <li>○ Complete required electives for your program or track.</li> </ul> </li> <li><input type="checkbox"/> Hold Annual Committee Meeting               <ul style="list-style-type: none"> <li>○ First meeting is due 6 months after admission to Candidacy.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (3cr)               <ul style="list-style-type: none"> <li>○ Dissertation Hours only</li> </ul> </li> <li><input type="checkbox"/> Register for Fall courses during the first access period.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Work as a Teaching Assistant (TA) for at least one semester.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register for Summer courses during the first access period.</li> <li><input type="checkbox"/> Optional: <ul style="list-style-type: none"> <li>○ Work as a Teaching Assistant (TA) for at least one semester.</li> </ul> </li> </ul>	
<b>Year Four</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (9cr) <ul style="list-style-type: none"> <li>○ Complete required electives for your program or track.</li> </ul> </li> <li><input type="checkbox"/> Register for Spring courses during the first access period.</li> <li><input type="checkbox"/> Optional: <ul style="list-style-type: none"> <li>○ Work as a Teaching Assistant (TA) for at least one semester.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (9cr) <ul style="list-style-type: none"> <li>○ Complete required electives for your program or track.</li> </ul> </li> <li><input type="checkbox"/> Hold Annual Committee Meeting</li> <li><input type="checkbox"/> Register for Summer courses during the first access period.</li> <li><input type="checkbox"/> Optional: <ul style="list-style-type: none"> <li>○ Work as a Teaching Assistant (TA) for at least one semester.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (3cr) <ul style="list-style-type: none"> <li>○ Dissertation Hours only</li> </ul> </li> <li><input type="checkbox"/> Register for Fall courses during the first access period.</li> </ul>
<b>Year Five</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (9cr) <ul style="list-style-type: none"> <li>○ Complete required electives for your program or track.</li> </ul> </li> <li><input type="checkbox"/> Register for Spring courses during the first access period.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register as a full-time student (9cr) <ul style="list-style-type: none"> <li>○ Complete required electives for your program or track.</li> </ul> </li> <li><input type="checkbox"/> Hold Annual Committee Meeting <ul style="list-style-type: none"> <li>○ Obtain permission to hold defense form committee.</li> </ul> </li> <li><input type="checkbox"/> Register for Summer courses during the first access period.</li> <li><input type="checkbox"/> Prepare for Graduation: <ul style="list-style-type: none"> <li>○ Complete Graduate Application</li> <li>○ Schedule defense meeting with Dissertation Committee</li> <li>○ Submit <i>Request for Final Oral Exam</i> to Graduate School (due min. 2 weeks before defense)</li> <li>○ Submit <i>Report of Dissertation Committee</i> &amp; final dissertation to Graduate School.</li> <li>○ Meet all deadlines for graduation set by Graduate School.</li> </ul> </li> </ul>	